



## APPLICATION FOR EVENTS/DISPLAYS AT THE UTAH STATE CAPITOL COMPLEX

Thank you for your interest in events/displays at the Utah State Capitol Complex. Please complete and submit this application form in order to have your request considered. The requirement set forth in the Administrative Art Rule R131-9 must be met. We look forward to reviewing your application.

Preference will be provided to those proposals that encompass the following: the history of Utah, including being associated with events, persons or cultures of historical significance, both while as a State and prior periods; the history of the Capitol; the essential natural beauty of the State of Utah; the industry of the State of Utah; government and civics and/or; art, artifacts, and fabric relating to the Capitol.

**Applicant contact information:**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone and E-mail: \_\_\_\_\_

**Select length of time the proposed display will be on the Capitol Hill Complex:**

- ☐ Short Term Event: 45 days or less
- ☐ Mid Term Event: more than 45 days but no longer than 6 months
- ☐ Long Term Event/Display: longer than 6 months

**Proposed dates:**

- Installation date(s): \_\_\_\_\_
- Start date: \_\_\_\_\_
- End date: \_\_\_\_\_
- De-installation/removal date(s): \_\_\_\_\_

**Please provide your answers to the below questions in a separate document and attach:**

1. Describe the proposed location.
2. Describe the event/display including subject matter, number and size of items/components. Please include a schematic, photograph, and/or any supporting visual aids.
3. Describe how the event/display will benefit the interests of the State of Utah.
4. Please explain how the aesthetics, historical significance, art and architecture of the Capitol Hill Complex, will be preserved or enhanced if such request is approved (please note requests must follow community standards of morality).
5. Describe how the event/display meets the criteria of the Capitol Hill Complex Facility Use Rule R131-2.
6. Describe any routes of access needed for the installation and removal of the event/display and how the Utah State Capitol Complex and its grounds will be protected.
7. The Capitol Preservation Board will not be responsible for any cost associated with the proposed event/display at the Utah State Capitol. Please describe how the applicant will be responsible for the costs of the event/display.
8. Please include budgetary information describing how the applicant will be providing financial security for any proposed construction, alteration or maintenance, and operation, related to the event/display.
9. Please attach appraisal information regarding the value of the event/display.
10. Insurance for the full value is to be provided by the applicant for the duration of the event/display installation, exhibition and de-installation/removal. The Executive Director reserves the right to require additional insurance. Please provide insurance information.



### Administrative Application Fee

There is a \$10 administrative fee that is to be satisfied when the application for the event/display is submitted. Payments can be made with cash, check payable to Capitol Preservation Board, Master Card, Visa, or any type of certified funds, in the following ways:

o **By e-mail or phone.** You may e-mail or call Karrie Thorne at karriethorne@utah.gov, or (801) 538-1189, with payment information.

o **In person.** You may submit payment in person to Karrie Thorne in the Capitol Preservation Board Office, Room 120, located inside the north doors of the Capitol on the 1st floor, between the hours of 9:00AM to 3:00PM, Monday through Friday.

The application will be processed in accordance with Rule R131-9. Application is at the applicant's own risk, including costs and expenses for applying. If the application is approved, the applicant will then be required to execute a contract.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_